

# COVID-19 FAQs for Faculty



UNIVERSITY OF  
**South Carolina**  
SALKEHATCHIE

## **Am I required to get tested for COVID-19 before returning to campus?**

No. Testing is not required for students, faculty or staff before returning to campus. However, testing and medical care should be sought by anyone who suspects they have symptoms. COVID-19 diagnostic testing is available through the [Department of Health and Environmental Control \(DHEC\)](#). Testing may also be obtained through community-based testing sites, commercial providers or a primary care physician. Information about community-based testing is available through SC DHEC. A list of community resources can be found on our website at <https://bit.ly/salk-covid-info>.

## **How do I handle a student who refuses to wear a mask?**

Any student who intentionally violates a face-covering mandate may be referred to Assistant Dean of Student Affairs Jane Brewer at [jtbrewer@mailbox.sc.edu](mailto:jtbrewer@mailbox.sc.edu) for education and/or disciplinary action. See the [Covid-19 and the Classroom document](#) for examples on how to handle specific situations. If the offending student tells you that they have a disability, refer the student to Jane Brewer. The Student Disability Resource Center (SDRC) will work with registered students on accommodations related to the mandatory face-covering policy. Those accommodations may be an alternative to the standard cloth face covering (such as a face shield) or changes to online instruction, **but the SDRC will not issue any student permission to be in a classroom without a face covering.**

## **What types of masks are acceptable?**

A face covering is material that covers your nose and mouth and must be worn when inside any campus building. Acceptable face coverings include cloth masks (homemade or commercially made), disposable masks, Medical-Grade Surgical Masks or N95 Respirators. Face shields may be used when delivering lectures provided that instructors maintain a 6-foot physical distance.

## **Am I required to wear a mask?**

Face coverings are required in all campus buildings; however, face coverings are not required when you are alone in individual offices. [Policy UNIV 3.04 Communicable Disease Outbreak Mitigation Measures \[pdf\]](#) includes specific directives concerning the need and use for face coverings on campus.

## **Should I keep attendance and a seating chart for face-to-face classes?**

To facilitate contact tracing and encourage physical distancing, faculty are encouraged to keep seating charts, especially in larger classes.

## **How should I conduct office hours?**

Faculty are still expected to have office hours but may conduct the office hours virtually if they so desire. They should also expect to meet virtually with students who are unable to meet in person for health reasons.

## **What resources are there to help me set up my online class?**

[The UofSC Center for Teacher Excellence](#) offers workshops and individualized guidance. Additionally, colleagues experienced with online instruction are often willing to help.

## **Why is there a webcam in the classroom? Am I required to use it? Will training be provided if I don't know how to use the devices?**

Webcams and document cameras have been placed in all classrooms so that instructors can record their face-to-face lectures for students who may miss class due to illness or quarantine. All instructors are expected to record their lectures for each class and post online in a timely manner so that students can access. To arrange training, contact **Gayle Walsh** at [gwash@mailbox.sc.edu](mailto:gwash@mailbox.sc.edu) or **843-599-3495 (cell)** or [sadesk@mailbox.sc.edu](mailto:sadesk@mailbox.sc.edu).

## **What should I do if a student notifies me that they have tested positive for Covid-19?**

If a student is sick, they should stay home. If they inform you that they have tested positive for COVID-19 you should notify Jane Brewer immediately so that she can notify the appropriate university staff. All HIPPA and FERPA regulations must be followed. **Faculty cannot provide the name, identifying characteristics such as age or gender, or the number of students in their classes who test positive for COVID-19 to anyone other than the appropriate university staff.**

## **If a student is having IT issues who should they contact for: Blackboard, Connectivity, Software?**

The Tech support contact information and many other student resources can be found on our website at <https://bit.ly/salk-info>.

Students or faculty with general IT questions should contact Gayle Walsh at [gwash@mailbox.sc.edu](mailto:gwash@mailbox.sc.edu) or 843-599-3495 (cell) or [sadesk@mailbox.sc.edu](mailto:sadesk@mailbox.sc.edu). They may also contact the Division of Information Technology Service Desk at 803-777-1800 Monday through Friday from 8 a.m. to 6 p.m. Students in need of Blackboard support should call the Division of Information Technology Service Desk at 803-777-1800 and follow the prompts. Assistance with Blackboard is available anytime throughout the day, night, or weekend.

### **How can I help keep myself and others safe on campus?**

Please use hand sanitizer upon entering the classroom, wipe down your desk/table and chair with appropriate disinfectant at the beginning of class and have your students do the same. All wipes should be disposed of in the trash can and not left on the desk or floor.

And keep the **Salkehatchie Pledge** - wear a mask, keep your distance, wash your hands often, follow the signs, and stay at home if you are sick.

### **What do I do if I'm teaching a face-to-face class and need to quarantine?**

All instructors should be well prepared to put portions of your class online to assist students who are absent and to launch content if you should become ill but well enough to conduct class via the Internet. Failing that, there are the traditional solutions. You may seek a colleague who can substitute for you, or you may create a plan to make up missed time when you return. Other, more creative solutions may be possible, too. As always, be sure to report absences to the Academic Dean, who can also assist with strategies to keep your class on schedule.

### **What is the attendance policy?**

Faculty should be understanding of students who may have unexpected absences. The University's new attendance policy for undergraduate students will require faculty to excuse absences for documented illness. Although this policy will officially take effect in the 2021–2022 academic year, it is strongly recommended that faculty adopt its excused absence provisions for the duration of the pandemic. Under this policy, faculty will not assess grade penalties for excused absences and must make reasonable accommodations for make-up work. Faculty members should consequently make clear in their syllabi that if a student has a medical issue, the student's priority is to deal with the medical situation, and that the student will not be penalized for missing class. Students should not attend class if they do not feel well. See the **COVID In the Classroom document** for suggested syllabus statements.

### **How should I provide make-up work?**

Classes delivered in person will make provisions for the protracted absence of students who may be quarantined due to COVID-19 exposure. Each instructor will have a plan to deliver make-up instruction remotely. Recording of face-to-face/virtual synchronous lectures and the ability to offer content and exercises online will be important. Instructors are encouraged to be as flexible as possible without undermining the academic rigor of the course. Detailed guidance with respect to policies for attendance and make-up work should be provided on the class syllabus.

### **How can I help assure the academic integrity of my assignments?**

Blackboard has the capability for administering online exams using security software options, including Respondus LockDown Browser and Respondus Monitor, which may be used to maintain the integrity of a student's testing environment and to ensure that in-class and online exams are conducted under equivalent circumstances. However, instructors should remember that students can be creative and can circumvent these measures. Additionally, faculty members should also be aware that students may experience unexpected changes to their technology access as result of COVID-19 and may not have access to webcams, etc. All students will have access to the library and computer labs as long as the campus remains open.

### **Where can I find additional or updated information?**

Additional information can be found on our **Campus Reopening webpage** and in the **Covid and the Classroom document**. These resources will be updated quickly to reflect current conditions.